POSITION: Temporary Part-time Support Staff

REQUIRED QUALIFICATIONS:
• Minimum of High School Diploma or GED required

PREFERRED QUALIFICATIONS:
• Associate degree preferred

SALARY SCHEDULE PLACEMENT: Hourly rate to be determined.

PRIMARY JOB DUTIES AND RESPONSIBILITIES:
• Perform specific tasks related to assigned area of responsibility
• Utilize appropriate technology as needed for job functions
• Establish and maintain positive working relationships with other administrative, faculty, and staff personnel
• Participate in staff and committee meetings as assigned
• Communicate with other divisions appropriate items of information
• Maintain confidentiality of information
• Perform other duties as assigned by the supervisor or department head

SUMMARY FUNCTION STATEMENT: Temporary employees are responsible for a variety of job functions including, but not limited to, summer camps, clerical support, athletic support, operations, support, etc.

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at www.sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense.

APPLICATION REQUIREMENTS: A completed application packet consists of:
✓ A signed cover letter of application relevant to the position.
✓ A signed SSCC employment application.
✓ A current resume.
✓ All official postsecondary transcript(s) must be furnished. Official electronic transcript(s) may be emailed from the issuing institution to hr@sheltonstate.edu. Personnel, student, or internet copies of transcripts provided by applicant will not be accepted.
Application materials must be mailed or hand delivered to:

Office of Human Resources
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL  35405

No faxed applications will be accepted.

EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:
Shelton State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.